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POINT OF MANUFACTURE (POM) COMMUNICATIONS AND OPERATIONS GUIDE

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ABSTRACT: This document should be used to facilitate the understanding of the POM Qualification process. This document supports *DEC STD 072-0 POM (Point of Manufacture) Review Criteria*. It answers questions that have been asked about POM communication and operational responsibilities.

APPLICABILITY: This document is intended for New Product Teams, POM managers, and others who are responsible for POM Qualification of all products marketed by Digital. The users of this document must understand the contents of DEC STD 072-0.

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1 INTRODUCTION

Point of Manufacture (POM) is a philosophy or concept embedded in all aspects of product development, ensuring orderability, manufacturability, deliverability, and installability. Understanding POM objectives and requirements allows new product teams and support functions to identify and measure product risks and the activities required to contain those risks.

1.1 PURPOSE

This document clarifies the POM Qualification process. This document supports *DEC STD 072-0 POM (Point of Manufacture) Review Criteria*. It answers questions that have been asked about POM communication and operational responsibilities.

If DEC STD 072-0 is followed and if those responsible for POM Qualification communicate with each other, eleventh-hour issues will be avoided. Usually, eleventh-hour issues are the result of poor communication. It is important that potential problems that could jeopardize First Revenue Ship (FRS) are identified and solved in a timely manner.

1.2 SCOPE

This document defines the roles and lists the responsibilities of all POM managers involved with POM Qualification. It guides the reader through the major decisions, meetings, and milestones that must be accomplished during the POM Qualification process. Due to differences between products and development groups, product POM processes will not all be the same.

2 RESPONSIBILITIES AND METHODOLOGIES FOR IMPLEMENTATION

This section describes the responsibilities and methodologies for the POM communication network, which implements DEC STD 072-0 from both a system perspective and an option perspective. This section also defines the roles and responsibilities of all individuals and organizations within the POM network that support POM Qualification of all products at FRS.

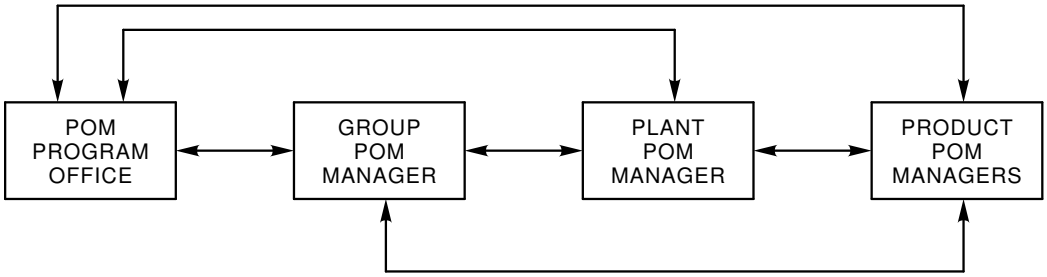
Figure 1 shows the POM communication network. This is not a direct reporting structure; rather, it illustrates how each organization interfaces with other organizations within the network.

2.1 POM PROGRAM OFFICE

The POM Program Office develops communication processes that are required for efficient POM-related decisions. Responsibilities are:

- Assessing communication processes
- Assisting in resolution of POM strategic conflicts
- Ensuring the availability of a trained plant POM manager for a new product introduction site
- Maintaining DEC STD 072-0 to reflect the needs of all organizations

Figure 1: POM Communication Network



Function:	Function:	Function:	Function:
STRATEGIC	STRATEGIC AND TACTICAL	TACTICAL AND OPERATIONAL	OPERATIONAL
Responsible for:	Responsible for:	Responsible for:	Responsible for:
DEC STD 072–0 POM (Point of Manufacture) Review Criteria	LESM, MID/HPS, storage, DSM	ABO, WFO, PRO, NUO, DOO, NSG, WMO, ASO, CVO, PNO, WDC, SPO, NIO, NMO, NIU, SDC, MIC, NNK, CDC	CPU systems, storage, printers, terminals, communications options

2.2 GROUP POM MANAGER

The group POM manager at both the system and option level is responsible for ensuring information flow between the product POM managers. Responsibilities are:

- Assisting in the development of a POM Plan, where appropriate
- Assisting in the communications process between option, CPU, and U.S. Customer Distribution (USCD) POM managers, where required
- Participating in POM planning and the POM decision meeting, as required
- Responding in a timely manner to support and training needs of plant and product POM managers
- Ensuring the availability of a trained plant POM manager for each site
- Advising the product and plant POM managers
- Developing an infrastructure within the group to ensure communication linkages
- Ensuring that DEC STD 072-0 is updated to accommodate Product Business Unit (PBU) new product requirements
- Working with the product and plant POM managers to:
  - Understand and define specific POM requirements
  - Identify POM issues and problems and their resolutions

– Support worldwide multiplant POM Qualification at FRS

2.3 PLANT POM MANAGER

The plant POM manager is responsible for ensuring that every new product introduced into the plant is POM qualified at FRS and remains POM qualified throughout its product life. This person can also assume the role of product POM manager, where required. Responsibilities are:

- Supplying information for the New Products Summary List (heading 7)
- Participating in the formulation of POM strategies for all products in the plant
- Advising the product POM managers
- Sharing responsibility with the product POM manager in making a POM recommendation at the POM decision meeting
- Ensuring that all the containment processes identified at the POM decision meeting remain in place until all POM risks are closed by the product POM manager
- Ensuring that the plant addresses all ongoing POM compliance issues (DEC STD 072-0)

2.4 U.S. CUSTOMER DISTRIBUTION (USCD) POM MANAGER

The USCD POM manager ensures POM compliance prior to the addition of an option to the options menu. Responsibilities are:

- Distributing the New Products Summary List
- Owning and maintaining the option menu
- Ensuring the USCD new product team reviews product distribution strategies and ensures the USCD organization is ready for FRS
- Driving the process of adding stand-alone Ethernet devices, terminals, and printers to the POM menus
- Communicating with the option and system POM managers to ensure the option meets POM Qualification requirements
- Receiving input from the system owners for all embedded options, tape drives, and disk drives prior to adding these devices to the options menu, to ensure that all option activities have been completed relative to each specific system
- Responding in a timely manner, and, if necessary, taking action on issues raised by the option POM manager or other source
- Offering timely feedback on any problem that might prevent FRS support
- Inputting appropriate information to the Common Bill of Materials System (CBS) representative

2.5 PRODUCT POM MANAGER

The title of product POM manager refers to either a system or option POM manager, depending on the product being introduced. The following subheads define the POM Qualification operational responsibilities of the product POM managers, for both system and option introductions.

2.5.1 System Introductions (POM Qualifying Systems)

The system new product team is responsible for worldwide POM Qualification of the system. A person within the new product manufacturing introduction team shall be appointed as the system POM manager. Responsibilities are:

- Developing and publishing a POM Plan. See Appendix B.
- Monitoring the successful completion of the DEC STD 072-0 POM checklist activities by ensuring the owner of each milestone completes the activity in the committed time frame to support POM at FRS.
- Contacting Systems Integration Engineering (SIE) via the SIE request form (DEC STD 072-0) and ensuring that material is planned, allocated, and delivered appropriately. Ensuring that test plans are written and agreements are reached, and that the tests are executed according to plans.
- Establishing the communication links between all appropriate test facilities (labs), for example, SIE, Low-end Systems Evaluation Engineering (LSEE), Mid-range Systems Evaluation Engineering (MSEE), and Distributed Systems Technical Evaluation Group (DSTEG), to ensure that these facilities are able to communicate and:
  - Avoid duplication of work.
  - Reduce total test time.
  - Share information of known problems identified by the specific test labs.
- Chairing scheduled POM meetings from Phase 1 through the POM decision meeting (heading 5) to:
  - Ensure that all POM checklist activities are being addressed and are on schedule.
  - Assist in problem resolution, where appropriate.
  - Ensure that all risks identified in the POM decision meeting have been closed by the responsible person (for example, the SIE Sympton/Solution Information Database (SID)).
  - Escalate problems when an item adversely affects POM Qualification goals or FRS. Refer to DEC STD 072-0, and/or use the issue resolution mechanism defined by the new product team.
- Communicating with an Order Administration (OA) representative to ensure that a successful OA review is conducted. See heading 4.
- Identifying and developing communication links with all appropriate POM partners within manufacturing (that is, option and USCD personnel) to ensure total system POM Qualification with all supported options.
- Serving as the worldwide system POM manager. This responsibility extends to all sites that are building the product.
  - For multiple plant start-ups, the system POM manager shall ensure that all build sites are POM qualified at FRS.
  - For split introductions (start-up site different from the volume site), the system POM manager shall assume responsibilities for both sites.
- Verifying that system and option information contained in the system menu is accurate prior to sending it to the CBS representative.

2.5.2 Option Introductions (POM Qualifying Options)

The option new product team is responsible for worldwide POM Qualification of the option. A person within the new product manufacturing team shall be appointed as the option POM manager.

The following subheads define the responsibilities of the option and system POM managers relative to POM Qualification for option introductions.

2.5.2.1 Option POM Manager for Option Introductions

The option POM manager is responsible for:

- Establishing the communication links between all appropriate test facilities (labs), for example, SIE, LSEE, MSEE, and DSTEG, to ensure that all test facilities are able to communicate and:
  - Avoid duplication of work.
  - Reduce total test time.
  - Share information of known problems identified by the specific test labs.
- Developing and publishing a POM Plan. See Appendix B.
- Contacting SIE (via the SIE request form, DEC STD 072-0) and ensuring that material is planned, allocated, and delivered appropriately. Ensuring that test plans are written and agreement is reached, and that the tests are executed according to plans.
- Identifying and developing communication links with all users of the product within manufacturing (for example, systems and USCD personnel) to ensure total option POM Qualification on all supporting systems.
- Serving as the worldwide option POM manager. (Responsibility extends to all sites that are building the product.)
  - For multiple plant start-ups, the option POM manager shall ensure that all build sites are POM qualified at FRS.
  - For split introductions (start-up site different from the volume site), the option POM manager shall assume responsibilities for both sites.
- Chairing scheduled POM meetings from Phase 1 through the POM decision meeting (heading 5) to:
  - Ensure that all POM checklist activities are being addressed and are on schedule.
  - Assist in problem resolution, where appropriate.
  - Escalate problems when an item adversely affects POM Qualification goals or FRS. Refer to DEC STD 072-0, heading 5, and/or use the issue resolution mechanism defined by the product team.
- Monitoring the successful completion of the DEC STD 072-0 POM checklist activities by ensuring that the owner of each milestone completes the activity in the committed time frame to support POM at FRS.

- Monitoring and distributing the DEC STD 072-0 checklist to all users of the product, enabling the system POM managers to add the product to their system POM menus.
- Communicating with an OA representative to ensure a successful OA review is conducted. See subhead 4.
- Ensuring that all risks identified in the POM decision meeting have been closed by the responsible person (for example, SIE SID database).
- Requesting and verifying the addition of the product to the USCD option menu and all appropriate system menus. All system "T" related sourcing information must be properly transmitted to all menu owners.

2.5.2.2 System POM Manager for Option Introductions

The system POM manager is responsible for ensuring POM compliance of an option on the system. This person is also responsible for:

- Ensuring that internal manufacturing processes are in place for embedding options at the system site and that manufacturing processes exist at the expander cab site, if applicable.
- Responding in a timely manner to information or problems (made visible by the option POM manager or other source) that require action to meet POM Qualification or FRS.
- Communicating with, sharing information with, and soliciting information from other menu owners (system and USCD) and appropriate group POM managers to work common issues.
- Responding to the option POM manager within *three working days* when he or she requests an option addition to system menus. The POM decision form shall be used for such responses.
- Adding an option to the system menu and inputting appropriate information to CBS representatives.
- Tracking and responding appropriately to option activity within SIE, relative to each menu owner's system, to ensure the option supports each system's requirements.
- Reviewing the DEC STD 072-0 POM checklist for the option to ensure the option supports each system's requirements.
- Analyzing available data that may relate to the system's Problem-Free Installation (PFI) to ensure that the option supports the system's PFI goals.
- Working with the USCD POM managers to ensure that all DEC STD 072-0 activities are complete, to support their specific systems prior to adding the option to the USCD menu. Examples of these options are: modules in backplane, storage devices integrated in either a kernel or expander cab, tape drives, disk drives, and expander cabs.
- Taking direction from the USCD menu owner relative to stand-alone Ethernet devices, terminals, and printers for addition of these types of products to the system/USCD menus.

2.6 GENERAL PROCESS

Figure 2 presents a flow diagram that summarizes the POM Qualification process—an overview of the process by which a product becomes POM qualified.

DEC STD 072-0 has been developed to support all new product teams to achieve *robust product introduction*. Figure 2 shows how DEC STD 072-0 acts as the communication link to the established POM network across all supporting functions. By taking advantage of this network, the new product teams can do what they do best—focus on the core work specific to their product. Thus, the support functions can work in parallel with the new product teams to achieve robust product introduction.

DEC STD 072-0 is the foundation upon which the POM Qualification process is built. The milestones defined in DEC STD 072-0 give a POM manager the appropriate route to follow for the POM Qualification journey of a product. The POM manager chairs the meetings that review the status of the POM milestones. New product team members are responsible for identifying and reporting their relevant functional milestones.

Other functions also influence the process. The OA review is essential for a system introduction. Results from test labs are critical to understanding how well a product meets POM requirements. Expert Configurator (XCON) information must be on file. Sourcing menus and the CBS need to be updated with information. The main objective is to prevent problems from reaching the customer.

Figure 2: POM Qualification Flow Diagram

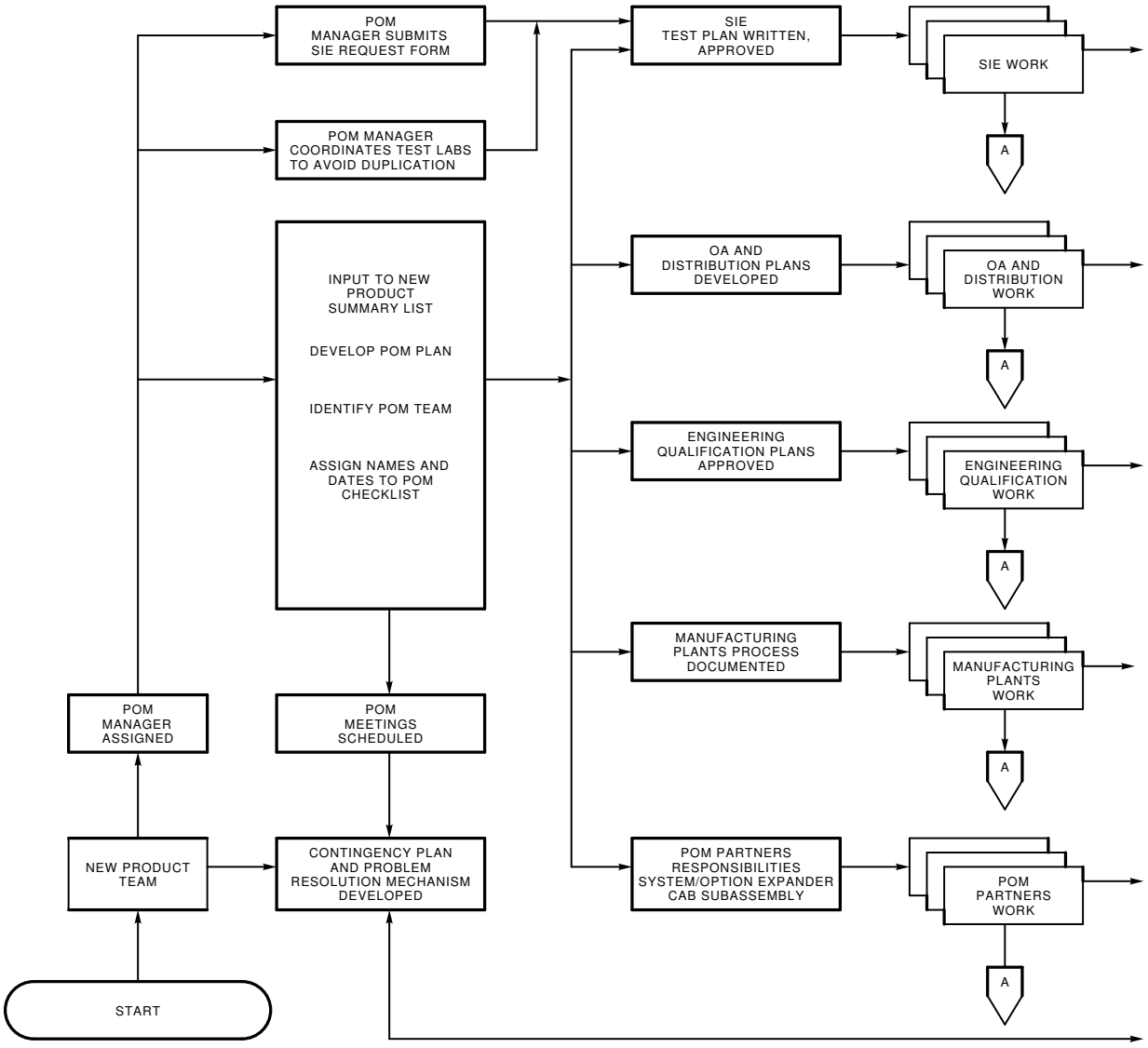
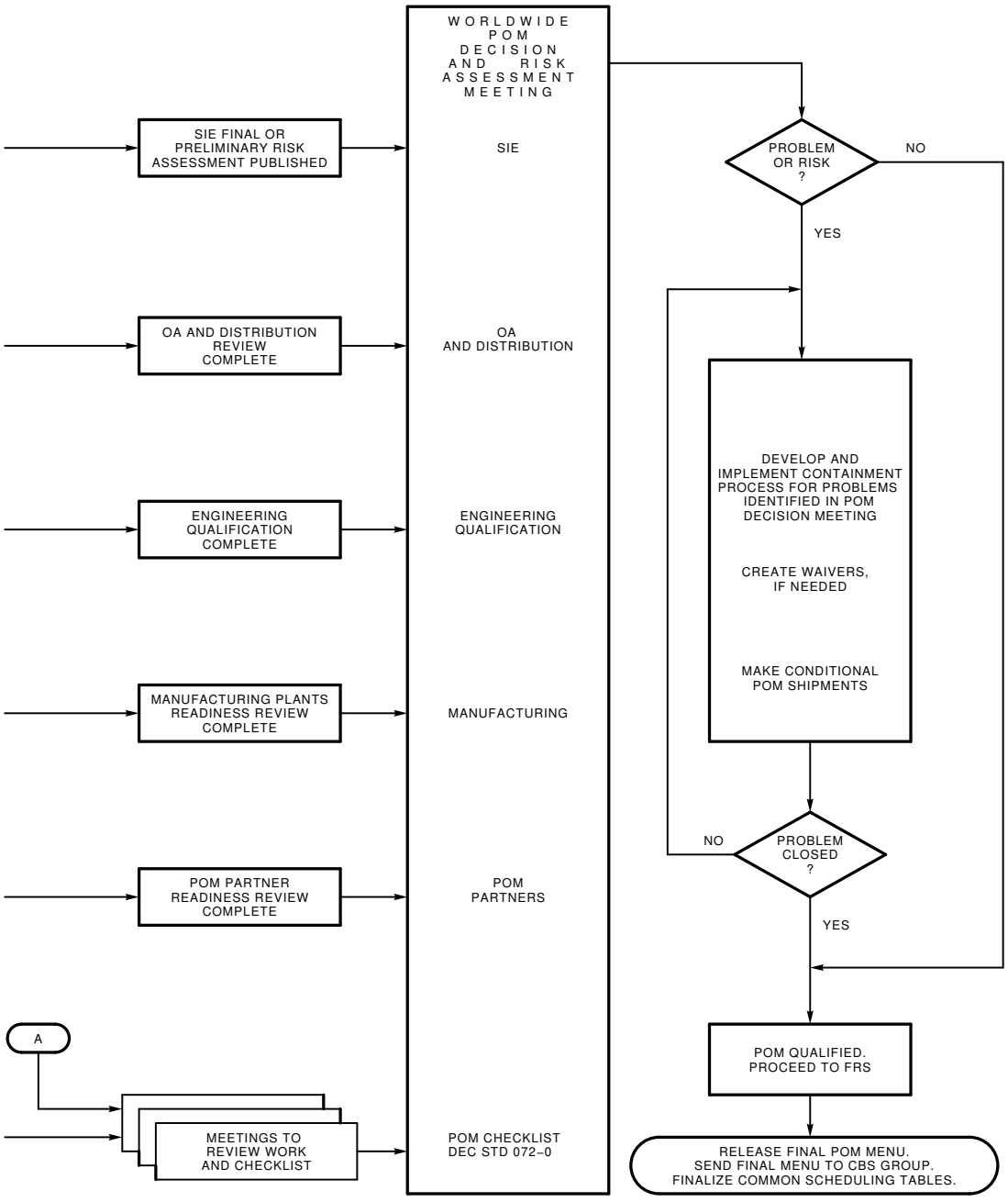


Figure 2: POM Qualification Flow Diagram (continued)


WORLDWIDE POM DECISION AND RISK ASSESSMENT MEETING
SIE FINAL OR PRELIMINARY RISK ASSESSMENT PUBLISHED
SIE
PROBLEM OR RISK ?
NO
YES
OA AND DISTRIBUTION REVIEW COMPLETE
OA AND DISTRIBUTION
DEVELOP AND IMPLEMENT CONTAINMENT PROCESS FOR PROBLEMS IDENTIFIED IN POM DECISION MEETING
CREATE WAIVERS, IF NEEDED
MAKE CONDITIONAL POM SHIPMENTS
ENGINEERING QUALIFICATION COMPLETE
ENGINEERING QUALIFICATION
MANUFACTURING PLANTS READINESS REVIEW COMPLETE
MANUFACTURING
NO
PROBLEM CLOSED ?
POM PARTNER READINESS REVIEW COMPLETE
POM PARTNERS
YES
A
POM QUALIFIED. PROCEED TO FRS
MEETINGS TO REVIEW WORK AND CHECKLIST
POM CHECKLIST DEC STD 072–0
RELEASE FINAL POM MENU. SEND FINAL MENU TO CBS GROUP. FINALIZE COMMON SCHEDULING TABLES.

3 POM QUALIFICATION SCENARIOS

The following subheads summarize the conditions by which a new option or a new system (or both) becomes POM qualified.

3.1 OPTION INTRODUCTION—NEW OPTION, EXISTING SYSTEMS

When a new option is introduced, it is the responsibility of the new product option team to perform the appropriate testing that ensures compatibility with existing systems. Therefore, relative to POM Qualification, the option POM manager is responsible for following through with the appropriate option POM milestones for existing systems. An example is SIE testing for existing CPUs.

When this activity (as defined in DEC STD 072-0) is completed, POM Qualification is reached for the option on existing systems. The system POM managers are also responsible for tracking this activity to ensure their system is covered. Conformance shall be documented on the POM decision form. When this happens, the product can be shipped from its manufacturing/distribution site without further testing or processing.

3.2 SYSTEM INTRODUCTION—NEW SYSTEM, EXISTING OPTIONS

When a new system is introduced, it is the responsibility of the new product system team to ensure compatibility with options that the team intends to support. Therefore, the system POM manager is responsible for ensuring the appropriate POM milestones have covered the supported options. Communication with the system product manager is important. System POM Qualification shall include only the options that are part of this process. When this occurs, stage 3 activity is not required.

3.3 SYSTEM AND OPTION INTRODUCTION—NEW SYSTEM, NEW OPTION

When new systems and options are introduced simultaneously, it is necessary for the system POM managers and the option POM managers to communicate and develop POM Plans, based on POM Plan criteria that support each other. See Appendix B. The system POM manager and the option POM manager share the responsibility for ensuring that all system configurations are POM qualified by their respective FRS dates. This includes factory-installed as well as field-installed options.

4 ORDER ADMINISTRATION (OA) REVIEW

The OA review meeting is a critical activity for systems introductions. This meeting ensures that all order-related processing activities are supported and correct. This review ensures there is agreement between product management and manufacturing, relative to order-related activities. See EL-MF356-05, *Manufacturing Order Administration Phase Review Process Guidelines* for more information. For option introductions, an OA header person needs to be involved to assess the order-related processes if an OA review is not possible.

4.1 OA CRITERIA

OA criteria complements the POM process by ensuring product completeness to maximize overall deliverability and installability of systems or options. Therefore, OA efforts must be linked to the POM processes by a key member of the product POM team. Refer to *Order Administration Criteria* in DEC STD 072-0. OA criteria shall be reviewed with the header contact and shall be documented with regards to:

- Working with product management to secure advance copies of the Sales Update and the Systems and Options Catalog (SOC) to ensure all POM Qualification efforts reflect the products to be announced.
- Coordinating test orders, if necessary, to ensure that Bills of Materials (BOMs), sourcing tables, master item files, and XCON databases are accurate and in place.
- Ensuring that manufacturing site order execution groups are in place and prepared to accept and fulfill Build Transfer Authorizations (BTAs).
- Working with Corporate Distribution to ensure that all distribution plans and issues are resolved.
- Working with the product/program POM team to ensure POM Qualification prior to FRS and to ensure that non-POM compliance costs and schedule losses are quantified (metrics).
- Coordinating the final OA readiness review and completion of the OA checklist.
- Working with the POM team to determine sourcing strategies for the purpose of minimizing manual intervention in the automatic sourcing process (CBS).

5 POM DECISION

To determine whether a product is POM qualified, it is recommended that a POM decision meeting be conducted two weeks prior to the product's FRS. If it is determined that a product is not POM qualified, the two-week time frame is needed to implement contingencies, as outlined in the POM Plan (heading 13 in Appendix B) developed by the product POM manager in Phase 1.

5.1 SYSTEMS

System introductions shall have a POM decision meeting. This meeting shall consist of a review of the DEC STD 072-0 checklist and review of test data, lab tests, proto tests, and seed unit tests. The system POM manager shall chair the meeting and the Manufacturing Program Manager shall attend. The Manufacturing Engineering, Quality Engineering, Order Administration, Materials, and SIE representatives shall also attend. The attendance of Design Engineering, CSSE, and SASE representatives is optional.

Each person representing the appropriate function shall present information related to DEC STD 072-0. All problems shall have an action plan to prevent them from reaching the customer. All problems shall also have a person assigned and a set closure date.

The POM team shall make a recommendation to the Manufacturing Program Manager based upon available information. If the team decides to POM qualify the system, the POM team shall implement the decision. If the team does not POM qualify the system, the containment process shall be implemented by the new product team to prevent any problems from reaching customers. Any containment process must have a time frame or quantity limit parameter to correct the problems, along with a plan to fully POM qualify the product. A POM decision form shall be completed by the POM manager and shall be distributed to those with a need to know. See Appendix A.

5.2 OPTIONS

For option introductions, a completed POM decision form, DEC STD 072-0 checklist, and the SIE risk assessment shall be sent to the USCD and appropriate System POM managers two weeks prior to FRS. Within three days of receipt of this information, the USCD option and system POM managers shall decide whether a meeting is necessary to determine the product's ability to be POM qualified. This meeting shall determine if a containment process is required to prevent any problems from reaching customers. Any containment process must have a time frame or quantity limit parameter to correct problems, along with a plan to fully POM qualify the product.

6 PRODUCT MANAGEMENT COMMUNICATION

Communication between option product managers and system product managers is critical. Information put into the SOC must be accurate from both an option perspective and a system perspective. Both the system and option POM managers are responsible for verifying that this information is accurate. The XCON database must reflect information in the SOC.

The option product manager is responsible for ensuring that material is available for FRS. Plans must meet availability projections.

7 NEW PRODUCTS SUMMARY LIST

The purpose of the New Products Summary List is to communicate the lastest POM status information on new products to all option and system POM managers. This summary list shall be key to improving communication between POM partners.

The New Products Summary List shall be published monthly by the USCD POM manager with updates from all option and system POM managers. The option and system POM managers must provide accurate information to make this communication successful. One week prior to the monthly publication of the summary list, the USCD shall send a tickler memo to all option and system POM managers for information updates. The information for this summary list update must be available by the beginning of Phase 1. Thereafter, this information must be supplied monthly until FRS.

Distribution of the New Product Summary List shall be limited to option and system POM managers (plant and group). Other requests for this summary list shall be approved on a need-to-know basis, due to the confidentiality of new product information.

8 TERMS USED IN THIS DOCUMENT

The following is a list of acronyms and abbreviations used in this document.

BOM	Bill of Materials
BTA	Build Transfer Authorization
CBS	Common BOM System
CSSE	Customer Service System Engineering
DSTEG	Distributed Systems Technical Evaluation Group
Ex. cab	Expander Cab
FA&T	Final Assembly and Test
FRS	First Revenue Ship
GIA	General International Area
LESM	Low-end Systems Manufacturing
LSEE	Low-end Systems Evaluation Engineering
MID/HPS	Mid-range Systems and High Performance Systems
MSD	Micro Systems Development
MSEE	Mid-range Systems Evaluation Engineering
MSPM	Manufacturing Systems Program Manager
OA	Order Administration
PBU	Product Business Unit
PFI	Problem Free Installation
POM	Point of Manufacture
POM partners	Any function or plant identified as required for achieving POM Qualification of a product, that is, system plant, option plant, expander cab plant, and USCD.
RDC	Regional Distribution Center

SASE	Systems and Support Engineering
SID	Symptom/Solution Information Database
SIE	Systems Integration Engineering
SOC	Systems and Options Catalog
XCON	Expert Configurator
USCD	U.S. Customer Distribution
2x2	Manufacturing Project Manager

.

APPENDIX A

POM DECISION FORM

POM DECISION FORM
*** ******** ****

Present Date ___/___/___ Product Name _____ Product Plant _____

Plant POM Rep _____ ENET Contact _____ FRS ___/___/___

POM Decision Team _____

_____

_____

Product Description _____

CPU's product will perform on _____

_____

DEC STD 072 Checklist Complete? Y___ N___

SIE Risk Assessment Complete? Y___ N___

Distribution Review Complete? Y___ N___

Prod Plant Review Complete? Y___ N___ OA Review Complete Y___ N___

CPU or Expander Cab Plant Review Complete? Y___ N___

Any Risk Assessments? Y___ N___ Comments: _____

_____

_____

Action Plans: _____

_____

General Comments: _____

_____

PRODUCT STATEMENT:

This product (IS IS NOT) ready at present to be placed on the POM MENU and all applicable Menus. It (HAS HAS NOT) completed all the POM Goals and Metrics necessary to be considered a POM Product.
COMPLETED BY _____ ENET _____ DATE ___/___/___

ANSWER_MENU OWNER: This product has been added to my MENU.
Name: _____ ENET _____ Date ___/___/___

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APPENDIX B

POM PLAN

B.1 OVERVIEW

The POM managers (systems or options) with input from the new product team are responsible for developing, updating, and archiving the POM Plan.

The POM Plan ensures that the POM criteria activities and requirements are accomplished in the detail and time frames required. The POM manager uses this POM Plan to communicate with all support organizations and POM partners. The POM Plan also ensures that POM partners are actively involved, within the appropriate phase of the Phase Review Process, in achieving POM Qualification for all systems, options, and supported configurations prior to FRS.

The audience for the POM Plan consists of the manufacturing new product team, the POM partners, the manufacturing plant representatives, and various support organizations, such as XCON, OA, USCD, CBS, and various test labs.

The following is a suggested outline for a POM Plan. Product-specific POM plans may vary due to individual product requirements.

B.2 POM PLAN OUTLINE

The following headings form the structure of a POM Plan outline. Instructions, if needed, are listed under each heading.

1.0 PURPOSE

Provide a brief description of the product in terms of its ability to achieve POM Qualification. Also provide an outline of the major milestones necessary to achieve POM Qualification at FRS.

2.0 POM DEFINITION

See heading 1 of this document, *Introduction*.

POM PLAN OUTLINE (continued)

3.0 OBJECTIVE

List the product objectives from DEC STD 072-0. Make a list of what needs to be accomplished, including:

- Pre-FRS goals
- PFI goals
- Worldwide product introduction
- Continuous improvement or ongoing POM compliance

4.0 PRODUCT DESCRIPTION

Provide a brief description (one or two paragraphs) of the product and any new or major features.

5.0 PRODUCT CONFIGURATIONS

- List manufacturing hardware kernel variations for each system.
- List **ALL** the options (both add-on and embedded) supported by the system at FRS and post-FRS.
- When a new product is an option, list all the systems that will be affected by this option and their FRS and post-FRS schedule.
- Identify the POM partners (systems and options), who POM qualify the entire system with associated factory-embedded and field add-on options.

6.0 MANUFACTURING SITES

- Major assembly volume suppliers (options)
- Multiple plant start-up—list if more than one build site

7.0 OPERATIONAL TASK

The product POM manager shall establish a series of meetings from the beginning of Phase 1 through the POM decision meeting. The first meeting must establish ownership responsibility and completion dates for each item within the POM checklist. See DEC STD 072-0. These meetings can be part of the plant 2x2 or another new product meeting, if the new product team determines that this will be an effective way of managing the POM checklist. This meeting also identifies the program support function experts, including quality, manufacturing, engineering, OA, and materials.

POM PLAN OUTLINE (continued)

Other tasks:

- Identify responsible persons, and completion dates for each item within the POM checklist to ensure total coverage, and avoid redundent test activities.
- Monitor progress and review doneness criteria, as required.
- Identify the appropriate person (plant POM manager) responsible for ongoing POM compliance.

8.0 ORDER ADMINISTRATION

List the people in the plants and the header who orchestrate the OA review and test order process (Phase 1). See heading 4, *OA Review* in this document, and see EL-MF0356-05.

9.0 DISTRIBUTION

Identify the appropriate Distribution POM partners that address the distribution strategies affecting any of the following areas.

- Corporate Distribution
- USCD
- "T2" (TOTS) fastship
- DEC Direct
- WDC
- RDC
- Build to order
- Build to stock
- Unique packaging strategies
- Europe distribution strategy
- General International Area (GIA) distribution strategy

10.0 SYSTEMS INTEGRATION ENGINEERING (SIE)

- Identify the date on which the verification request form is submitted to SIE.
- Identify the SIE engineer.
- Identify the project plan date.
- Identify the test plan date.
- Identify equipment delivery date to SIE (hardware and software).
- Identify configurations to be sent to SIE.
- Identify SIE risk assessment date (POM decision meeting).
- Identify the support mechanism within manufacturing or engineering if problems occur during SIE testing.

POM PLAN OUTLINE (continued)

11.0 POM DECISION MEETING

Set the date and agenda for this meeting prior to FRS. See heading 5, *POM Decision*.

12.0 RISKS AND CONCERNS

- New process
- New technologies
- New plant
- New OA packaging
- XCON (special configurations or rules)
- New OA systems

13.0 CONTINGENCY PLAN

A contingency plan is needed at the beginning of Phase 1, stating what action should be taken if major POM risks are identified at the POM decision meeting. For example:

- Risk containment process/procedures
- Extended burn-in cycles
- Final Assembly and Test (FA&T) / Stage III processes—is it viable or not viable?

APPENDIX C

REFERENCED DOCUMENTS

EL-CLASS DIGITAL DOCUMENTS

EL-Class Number	Document Title
EL-00072-00	*DEC STD 072-0 POM (Point of Manufacture) Review Criteria*
EL-MF356-05	*Manufacturing Order Administration Phase Review Process Guidelines*

Copies of Digital EL-class documents may be obtained from Standards and Methods Control, $ VTX SMC, JOKUR::SMC, DTN: 234-4423, NRO4/D4.

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